

## Briefing and Presentation Techniques

### COURSE NUMBER     **14010**

For information about this course, contact:  
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### DESCRIPTION AND LEARNING STRATEGY

This is a learner-centered, workplace-oriented correspondence course for anyone who has the need or a desire to improve oral briefing and presentation skills. Topics will help you plan, prepare, and deliver oral briefings and presentations.

Elements in the course focus on how to conduct briefings, orientations, and general presentations with lessons that include:

- Basic Elements of Communication
- The Preliminary Plan
- Researching the Topic
- Getting Ready to Speak
- Organizing the Delivery

*Briefing and Presentation Techniques* is designed to improve oral communication skills and delivery techniques. The use of training aids, audience analysis, and determining objectives is also addressed in the course.

### OBJECTIVES

- Determine the objectives of a briefing by establishing what is expected to occur during and after the briefing.
- Analyze the audience by considering their knowledge of the subject, their attitudes, and their characteristics.
- Prepare preliminary plans for a briefing by identifying the main ideas and selecting the source materials.
- Obtain, prepare, and organize information into the three major parts of a briefing.
- Select, prepare, and use appropriate visual aids.
- Plan, develop, and use an outline for delivery of a briefing.
- Arrange facilities and equipment for the most effective presentation.
- Recognize and demonstrate an understanding of the need to rehearse a briefing by practicing the presentation prior to final delivery.
- Identify and use effective vocal, delivery, and audience question response techniques during a briefing.

### CLASS SIZE

Individual, self-paced

### LENGTH     48 hours

### LOCATION

Employee work site  
or home

### WHO SHOULD ATTEND

Employees who have a need to improve their oral briefing and presentation skills

### ENROLLMENT

Access the enrollment system at  
<https://www.academy.jccbi.gov/ama310c/default.asp>.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Effective Media  
 Communications  
 (FAA14000001)  
 Staff Study Fundamentals  
 (FAA01259)